



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 18, 2015

Tonja Jackson
6615 SE 3rd Street
Des Moines, IA 50315

Dear Child Care Provider,

This letter is in regards to the March 9, 2015 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

When I arrived, you were not home but did arrive shortly thereafter. During the time you were gone you left 7 pre-school/infant age children with a household member and another registered provider (Tessa White), neither have been approved through registration to assist you. Ms White is registered as a Category A and is not authorized to watch more than six pre-school/infant age children at one time. You will need to complete the orange change form I am including in this mailing to add Ms White and your other household member as assistants/substitutes. (Please Note: you will have to add all of your current household members again, omitting someone that you believe is already on your list will send the message to registration that the individual no longer lives in the home and they will remove them.) Ms White could also be added as a substitute. If your household member is over the age of eighteen he can also be a substitute. If you are out running errands or picking up children from school and you have more than eight daycare children still at your home, you would have to have one substitute and one assistant there to cover for you until you return. Currently, you cannot have Ms White or your household member assist your or serve as a substitute until you clear them through registration. You will have to adjust your schedule accordingly.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

The environment appeared and felt chaotic during the time of the spot check. During the spot check, Ms White's fiancé, Judge Blocker, presented at the home. He is not currently an approved individual and should not be around the children. I understand there was a special circumstance and you did appropriately ask the individual to leave the residence without issue. In the future please make sure that anyone who is exposed to the children (outside of the children's parents or person's approved to pick up the children from daycare) will need to be added to your household composition so they can have a background check or they may not be present in the home when daycare children are there.

- ☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

You did have some Clorox wipes in the bathroom which were accessible to the children as you have them wipe down the toilette after they are done using it and then wash their hands to teach them cleanliness, hygiene, and responsibility. I would ask that you remove the Clorox wipes and any other supplies that could be toxic from the reach of the children. You will need to move the items up high out of reach or place them in a secured cabinet with safety locks so the children cannot access them. I am also requiring that you no longer have the children use the Clorox wipes to clean up after themselves as they are chemicals and could be toxic if used improperly. Please also be sure to secure your kitchen cabinet as well.

- ☐ 110.5(2) A provider file is maintained and contains:

- ☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Please make sure you and any household member who is eighteen or older is using the new forms on pages 24 and 25 of the packet provided to you at the time of the spot check. These forms are good for three years before they expire. The forms do require a TB test so if you and household members have had a recent TB test please have your doctor indicate this. Please be sure to keep a current copy of everyone's physical in your provider folder or a folder designated for physicals. Please schedule these appointments as soon as possible.

- ☐ 110.5(2)b Certificates or training verification documentation for:

- ☐ 110.5(2)b Within the first three months of registration:

- ☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

- ☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

You reported you believe you are current on CPR/First Aide courses but were not able to locate your certificate at the time of my visit. Please locate your credentials and keep them in a file with your provider information and other training certificates. If you are not able to locate your credentials you will need to retake this course. If you need assistance in locating a course please contact Wendy Van Haften at Child Care Resource and Referral at 515-246-3560.

Please note that if you do not have proof of a current CPR/First Aid course you will not be able to renew your registration in June 2015 when you are set to expire.

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

You reported that you also need to locate and organize your training certificates. If you need assistance locating classes or trainings you can also ask Wendy Van Haaften about this as well. There are some online courses listed on page 14 of the packet provided to you. These classes may require a fee and may not meet the full 24 hours or required training in the two year time period. Please check on this immediately as you are due for renewal in June 2015 and will have to show proof of trainings at this time.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

See point directly above.

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

(If you are intending to have an assistant the following criteria are required)

Please note that an assistant can ONLY assist you, they cannot fill in for you in your absence if you would need to be gone for any reason for any length of time.

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

(If you intend to have a substitute, the following is required):

Please note that a substitute can fill in for you in your absence or assist you.

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All activities are developmentally appropriate for the ages of the children present.

I would caution you on the use of the jumper for your infant child. When I was there I noticed he was in the jumper but his feet were not touching the ground. This can be damaging to the child's hips. Please make sure the toy is adjusted properly so the infant can use the toy as intended or if he is too small to use the item please discontinue use until it is more age appropriate.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

Please do a thorough overview of your files to ensure everything is properly updated. I would suggest having annual review to make sure your file is as current as possible. Good times to request information from parents regarding physicals and other time sensitive requests are the child's birthday and when the child is returning to school. Children should not start in your care without their paperwork already being on file.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Request from parents. Children JC, CDG, & AC need.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Request from parents. You can use the form on page 4 of the packet provided to assist you. Children RL, LL, IL are in need of updates.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Request from parents. You can use the form on page 4 of the packet provided to assist you. Children JC, CDG, AC are in need of updates.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Request from parents. You can use the form on page 4 of the packet provided to assist you. Children RL, LL, IL are in need of updates.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Please refer to page 1 of the packet provided. Children RL, LL, IL are in need of updates.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Request from parents. Children RL, LL, IL are in need of updates.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Request from parents. Children RL, LL, IL are in need of updates.

110.5(9) d If absence is planned, care is provided by a DHS approved substitute.

When I arrived, you were not home but did arrive shortly thereafter. During the time you were gone you left 7 pre-school/infant age children with a household member and another registered provider(Tesha White), neither have been approved through registration to assist you. Ms White is registered as a Category A and is not authorized to watch more than 6 pre-school/infant age children at one time. You will need to complete the orange change form I am including in this mailing to add Ms White and your other household member as assistants/substitutes.(Please Note: you will have to add all of your current household members again, omitting someone that you believe is already on your list will send the message to registration that the individual no longer lives in the home and they will remove them.) Ms White could also be added as a substitute. If your household member is over the age of 18 he can also be a substitute. If you are out running errands or picking up children from school and you have more than 8 daycare children still at your home, you would have to have one substitute and one assistant there to cover for you until you return. Currently, you cannot have Ms White or your household member assist your or serve as a substitute until you clear them through registration. You will have to adjust your schedule accordingly.

I am uncertain how long Ms White has been assisting or substituting for you, it could be that she is new and learning. If she is not newly assisting you I found it concerning that she did not know the children's names and ages, which I asked her about before you arrived home. The environment appeared chaotic and she seemed to be struggling to manage the situation. Her not knowing the children's names and ages in the event of an emergency could pose a significant safety concern.

Please make sure if she is going to continue to assist/sub for you after being approved through registration that she is familiar with your daycare clientel and their needs.

☐ 110.5(10) Substitutes

This is the criteria required if you plan to use a substitute.

☐ 110.5(10)a All standards regarding supervision and care of children apply to substitutes.

☐ 110.5(10)b Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.

☐ 110.5(10)c The substitute must be 18 years of age or older.

☐ 110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period.

Please document and keep track of substitute hours on a form provided to you on page 16 of the packet.

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

Please use the form to reflect this.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

x ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: May 5, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford
Melissa Crawford
Social Worker II

C. Mark Chappelle
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).